

EPA Records Schedule 0759

Status: Draft, 04/26/2018

Title: Email Managed Under a Capstone Approach

Program: All Programs

Applicability: Agency-wide

Function: 401 – Administrative Management

NARA Disposal Authority:

- DAA-GRS-2014-0001-0001 (Item a)
- DAA-GRS-2014-0001-0002 (Item b)

Description:

This schedule covers senders' and recipients' versions of electronic mail messages and any attachments to the messages maintained in the email system that are managed under a Capstone approach. It also covers available functions of the email program such as calendars/appointments, task lists ("to do" lists), and chat.

Item a: Email of Capstone officials

Includes email of Capstone officials designated on the approved NARA form 1005 (NA-1005), and those officials in an acting capacity longer than 60 days for the Capstone officials. It covers email in any and all Capstone officials' email accounts including those managed by other staff (such as personal assistants, confidential assistants, or administrative assistants); all email regardless of the address names used by the Capstone official for agency business (such as nicknames or office title names), email from personal or non-official email accounts in which official agency business is conducted.

NARA Disposal Authority: DAA-GRS-2014-0001-0001

- **Permanent**
- Close file at the end of the calendar year.
- Transfer to the National Archives 15 years after file closure.

Item b: Email of non-Capstone employees

Includes email of all other employees and contractors not included in item a of this schedule.

NARA Disposal Authority: DAA-GRS-2014-0001-0002

- **Disposable**
- Close file at the end of the calendar year.
- Destroy 10 years after file closure.

Guidance:

Media neutral – This schedule is not media neutral and applies to email managed in an electronic format only.

Capstone officials – The list of senior officials designated as Capstone officials can be found on the records intranet site at [add URL]:

Exceptions – Copies of email which are necessary to document Agency activities and meet the definition of a record, and which have an approved records schedule with a retention of longer than 10 years for non-Capstone employees must be saved in an electronic recordkeeping system (e.g., Enterprise Content Management Systems (ECMS)), or maintained in organized files (e.g., case files, project files). Copies of email maintained in other files (e.g., controlled and major correspondence) are to be disposed of in accordance with the disposition instructions for the related records. Other email records created and received by senior officials are covered by schedule 1051.

Email of Capstone officials – Personal emails not related to EPA business, non-record material (e.g., email blasts such as agency-wide communications), and transitory email records (records of short-term interest or that have minimal documentary or evidentiary value) are to be removed (“culled”) within 90 days from the date the message was received or sent. If they are not removed from the email system, they will become part of the permanent record and available to the public after transfer to NARA.

Email from personal or non-official email accounts – Email from personal or non-official email accounts in which official EPA business is conducted is also included under this schedule. A complete copy of these records must be forwarded to the employees EPA email account not later than 20 days after the original creation or transmission of the record.

Reasons for Disposition:

Disposition generally conforms with NARA's General Records Schedule 6.1, except that the retention for email of non-Capstone officials has been extended from 7 years to 10 years.

Custodians:

Multiple units

Related Schedules:

EPA 1051

Previous NARA Disposal Authority:

GRS 20/14

Entry: 09/14/2016

EPA Approval: Not Applicable

NARA Approval: 08/01/2015

DRAFT